



# ROBBERY PREVENTION



## PREVENTION AT WORK

- Keep front doors and windows clear of signs & posters to allow good 2-way visibility.
- Keep outside & inside of business well lit.
- Advertise outside that you keep a small amount of cash on hand & don't accept large bills.
- Keep a minimum amount of money in drawer and make regular drops
- Use video surveillance and make it well known.
- Vary banking routine.
- Watch for suspicious activity inside & outside-call the police to check on any suspicious activity
- Verify Telephone #'s and consider declining orders from blocked phone #s or #s or addresses you do not recognize.

## PREVENTION ON THE ROAD

- Carry a cell phone
- Know your route ahead of time. Make sure you are familiar with the area.
- Maintain contact with your business.
- Keep delivery vehicle in good working order.
- When driving, keep doors locked & windows rolled up.
- Stay alert & be aware of your surroundings, especially at intersections and stoplights.
- If someone tries to get into your car, honk your horn, make noise, DRIVE OFF!
- Park & walk in well lit areas.
- Keep only small amounts of money on your person.
- TRUST YOUR INSTINCTS! Do not approach a building if you suspect an unsafe condition.

## WHAT TO DO DURING A ROBBERY

- REMAIN CALM! DON'T BE A HERO!
- Don't make any sudden movements to upset the robber.
- Activate your alarm only if it is safe to do so secretly.
- Cooperate with the robber.
- If you have to move or reach, tell the robber what you are doing and why.
- Try to get a good look at the robber so that you can describe the robber later.
- Give the robber time to leave, note his direction, and vehicle description ONLY if you can do so without exposing yourself to harm.
- Don't argue or fight with the robber.
- Don't chase or follow the robber. (You could be mistaken by the police as the robber!)

## WHAT TO DO AFTER A ROBBERY

- Call the police immediately, even if you have activated the alarm.
- Protect the crime scene. Leave everything as it is. Don't clean up or touch any possible evidence.
- Discontinue business and lock the facility.
- Ask witnesses to stay until the police arrive. If unable to do so, write down their names & #s.
- Block off areas where the robber was.
- Make notes about the robber's appearance, gender, race, height, weight, build, eye & hair color, scars & tattoos, jewelry, age, clothing, speech & mannerisms.
- Do not discuss the amount of money taken with anyone other than the police.